



Job Opportunity

State Controller's Office

Position: Staff Services Management Auditor /Associate Management Auditor

Statewide

Location: Division of Audits
300 Capitol Mall, Suite 418, Sacramento, CA 95814

Issue Date: September 20, 2006

Final Filing Date: Until Filled

Contact/Telephone:

Laura Nicholls, 916-323-1598

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply. Must submit proof of graduation from appropriate college or university.

California Relay Service: 1-800-735-2929

Position Number(s): 051-640-5841-XXX
051-640-4159-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With direction provided by a Senior Management Auditor, the incumbent, at the journey level, will independently, or as a team leader, perform assessments, reviews, or audits of contractors under contract with California Energy Commission (CEC). The objective of the assessments, reviews, or audits is to obtain reasonable assurance that contract or grant funds were expended in accordance with laws, rules, and regulations applicable to Public Interest Research Program (PIER). Specific duties include, but will not be limited to the following.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- As a lead, identify major types of costs (e.g. labor, materials, property, subcontractor fringe benefits, indirect costs) that a PIER contractor expects to incur as reflected in bid for proposal. Review contractor's operations and evaluate risk assessment results based on complexity of contract work performed. Review and assess contractor's accounting systems and practices for each major cost-type. Schedule contractor's invoices billed to CEC.
- Independently test transactions from each major cost-type to determine whether there is adequate support and whether costs were incurred for PIER program purposes.
- Apply proper assessment, review, or audit documents with complete and concise language to be used to support findings. Independently develop appropriate recommendations for corrective actions based upon risk assessment results and findings. Assessment will be the most frequently used tool to monitor contractors and will be conducted in accordance with professional standards for consulting services.
- Work directly with CEC staff to determine the type of an engagement that would be the most beneficial based on a risk assessment of the contractor. Select one of three types of engagements that can be utilized, such as; an assessment, a review, or an audit.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Review all management auditing procedures, professional auditing techniques and all laws, rules, and regulations governing auditing practices.
- Travel to and from audit site

DUTIES WILL COMMENSURATE WITH LEVEL HIRED

Desirable Qualification: current and valid driver's license

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Audits

300 Capitol Mall, Suite 418

Sacramento, CA 95814

Attn: Laura Nicholls